



The Carmel Education Foundation (CEF) is proud to support Carmel Clay Schools (CCS) students in academic achievement and lifelong learning. Recognizing that educators play a significant role in a student's education, CEF invests in classroom grants that support innovation, enhance student achievement, and inspire student learning. We hope that educators seek this opportunity to pursue a "passion project", to bring a resource to students they may not otherwise get to experience, or to implement an idea that may be replicable in other areas.

CEF has a long history of providing classroom, team, and school-wide grants and, since 1966, has invested over **\$850,000** in grants to benefit CCS students. As the non-profit funding partner for CCS, CEF relies on the generosity of individual, business, and community donors, primarily in Carmel, to fund grants.

### SPRING 2022 Focus Areas

The CEF board determines focus areas for each cycle of grants. These rotate depending on current trends and/or CCS initiatives, as well as to provide access to a broader range of needs throughout the year.

### Funding is to benefit students in one of three focus areas:

- **STEM** - innovative lessons or resources that foster student engagement related to science, technology, engineering, math or Project Lead the Way curriculum.
- **Innovative Instruction** - unique and new ways to foster learning, deliver lessons, or engage classrooms; implementation of a "passion project" that correlates to a learning standard, school improvement plan, or district initiative.
- **Curriculum Enhancement** – tools, resources, or activities that take a lesson "to the next level" by engaging students in the content, learning targets, and outcomes.

### General Parameters:

- Proposal must correlate to an academic standard, school improvement plan or CCS district initiative.
- Grant monies are to be primarily utilized during the course of the school day.
- The project is to be implemented by **December 31, 2022**.
- If funded, you agree to submit a written & visual report within 30 days of the project completion.
- Priority consideration will be given to applicants who present well thought out ideas and how those directly impact students.



## APPLICATION PROCESS AND TIMELINE:

Apply  
January 14 –  
February 11

The [application](#), via Smarter Select, will be open **Friday, January 14, 2022 through Friday, February 6, 2022**. Recipients will be announced by **Tuesday, March 1, 2022**. Funding will be available for recipients by mid-March.

The application requires that you download, complete, and upload a **Spring 2022 Grant Budget** as part of your application. The Grant Budget worksheet is located on the CEF Grant Website.

## ELIGIBILITY AND CONDITIONS OF CEF GREAT IDEA! GRANTS:

- Projects are to directly benefit students- for this cycle professional development activities such as book clubs, conferences, or individual trainings will not be considered.
- Applications must be submitted by a CCS employee.
- Proposals need to be **approved by your Principal or direct supervisor** prior to application. Please have a conversation with them prior to submitting your application to make sure your project is a good fit for your building. This approval will be verified.
- **Any technology** needs to be pre-approved by Terry Howell, CCS Technology Supervisor, 844-9961 x1052, [thowell@ccs.k12.in.us](mailto:thowell@ccs.k12.in.us). Technology is defined as items that would need to connect to use the CCS network, wireless access, internet, or may interfere with the CCS network. Applicants should thoroughly vet digital applications for terms of use, student data, and privacy. Approval will be verified. **Examples:**
  - Wireless devices that need to connect to WIFI must be able to use 802.1x authentication.
  - Software that requires access to internet services must be vetted for compliance with the CCS filtering solutions, acceptable use policy, and ensure proper terms of use for student data/privacy is respected.
- Grant items purchased with CEF funds become the property of CCS.
- Applications will only be accepted within the stated timeframe.
- Funds will be accessed through the CCS business office, typically via school treasurers/secretaries.

## QUESTIONS:

We encourage you to reach out to Stacey Hetrick, [shetrick@ccs.k12.in.us](mailto:shetrick@ccs.k12.in.us), 317-844-9961 x2692, or Tara Ascoti, CEF Grant Chair, [tda3boys@gmail.com](mailto:tda3boys@gmail.com) with any questions.



# FAQ:



## Who is eligible to apply for a CEF grant?

Any Carmel Clay Schools staff member may apply.

## Is there anything that will not be funded?

CEF grants funds may not be used for the following:

- Food or drinks for a party, meeting, event, etc.
- Disposable party type supplies (i.e. plates, napkins, tablecloths, decorations, etc.)
- Consumable supplies not related directly to the project (i.e. batteries, markers, etc.)
- Apparel
- Monetary incentives (i.e. gift cards or tangible rewards)
- Compensation and/or benefits for CCS or contract personnel
- Flexible seating as this is provided through CCS
- iPads or Chromebooks
- Staff book clubs or studies, individual training or professional development
- Other items/services may at the discretion of the CEF grant committee and board of directors





## CEF Grant Application Tips:

We recognize that teachers have a lot to manage all throughout the year, and our intent is that this is not a cumbersome application process. However, this is a competitive grant process, as we do not anticipate being able to fund all requests. Hence, we offer the following suggestions for your application.

**Align your proposal with the CEF mission and stated purpose of these grants.**

Connect your proposed project/idea to these.

**Be prepared.** Review all the grant questions prior to starting the Google application. There is a printed application you may download to review all questions. We suggest you pre-write your responses and cut and paste them into the form.

**Be ready.** Have your Budget Form and Grant and Media Agreement forms completed and saved as a PDF, **in the format indicated**, prior to starting your on-line application.

**Invite a colleague** to read your responses and offer objective input.

**Create a story with your proposal** using the basic elements of stating the problem, the proposed solution, and the “happily ever after”- how your project will improve the problem.

**Utilize your CCS email address** when creating an account via *Smarter Select* and utilize the Google Chrome browser.

### Writing Tips



- **Avoid lengthy, run-on sentences.**
- **Make your points clear.**
- **Simple words are fine-** don't bury ideas in grandiose language.
- **Don't write in jargon-** remember that evaluators may not share your knowledge- write to a general audience.